

TRANSMITTAL SLIP

TO:

OL/PSD

ROOM NO.

BUILDING

REMARKS:

JBS

FROM:

OL/SS

ROOM NO.

BUILDING

EXTENSION

STAT

2/1/50
We have
sign + return orig
to ONI/PSD & the
carbon is yours.

Thanks

STAT



TO

RWP

~~SECRET~~

15 July 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Destruction of Classified Metal Offset Plates

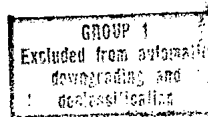
1. Attention has recently been focused on the problem of destruction of TS and code word classified offset metal plates. This was brought about by Logistics Services Division (LSD) refusal to provide storage space for the accumulation of Plant No. 4's classified plates. Attempts to have the Office of Security (OS) and LSD assume responsibility for the accumulation and destruction of these plates have been unsuccessful. Accordingly Printing Services Division (PSD) proposes to program the destruction of these highly sensitive TS and code word plates into the regular system of destruction at the Bladensburg Metals, Inc.

2. Bladensburg Metals, Inc., destroys classified metal plates by melting on a government-wide basis under contract with GSA. The metal residue is retained by the company and participating agencies are reimbursed at a given price per pound of metal. The OS has approved using these facilities for the destruction of Agency classified plates. At the present time plates classified up to Secret are destroyed through the following procedures:

Plates are retained in Plants 1 and 2 until sufficient accumulation warrants coordination and making a trip to Bladensburg Metals. The plates are retained and transported in specially designed boxes with lids secured with security approved padlocks. Each plate is folded so that information cannot be seen prior to being placed in the box. A Transportation Division (TD) or PSD truck is used to transport the boxes to Bladensburg Metals. The truck driver is security cleared and is always accompanied by a security cleared laborer. The run usually begins by 0900 and complete melting of all plates is accomplished by nightfall. No plates are ever left over night at the Bladensburg Metals establishment. During the actual destruction of the plates, they are fed into the melting pot where they are completely disintegrated. Uncleared company employees feed the plates into the pot under supervision of cleared Agency personnel.

3. In the case of destruction of the highly sensitive TS and code word plates the following procedures will prevail:

a. These plates accumulate in Plants 2 and 4 where they are held in security approved vaults.

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b. A specially constructed metal box with a hinged lid secured with a padlock will be used for transporting the plates. This box will be kept in Plant No. 4.

c. The day prior to a regularly scheduled trip to Bladensburg Metals the box containing these plates will be moved from Plant No. 4 to Plant No. 2. This will be done by PSD appropriately cleared personnel in PSD's truck. The driver and one responsible person will be on the vehicle.

d. At the time the scheduled run is to be made to Bladensburg Metals the metal box will be placed on the same truck. This may be either a TD or PSD truck. The driver will be cleared and an "H" cleared person will accompany him on the truck.

e. When the plates are melted the Agency "H" cleared employee will actually throw the TS and sensitive plates into the pot assuring himself that destruction is complete.

4. [] will coordinate these activities for the Printing Services Division and assure that instructions contained in memorandum dated 2 November 1962 from Chief, Security Staff, OL, are not abrogated.

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CONCURRENCE:

STAT

Distribution:

Orig - OL/PSD

1 - OL/SS

OL/PSD []

(15 Jul 65)

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